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NEWS LETTER
Oct. 1995

MONTANA

October 1995

State Occupational Information Coordinating Committee
Career Information System

CIS for Windows Gets Rave Reviews

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You may be disappointed if you fail, but you are doomed if you don't try.

-Beverly Sills

MONTANA
State Occupational Information
Coordinating Committee
Career Information System

P.O. Box 1728
Helena, MT 59624

CIS for Windows Mailed Out

The new CIS for Windows software was mailed out to users on September 15, a week ahead of schedule. A lot of work went into developing and building this exciting new way of accessing career information. Extensive testing was done on the software to ensure that the program works properly.

The reviews have been coming in and the response has been favorable to the Windows format. Duane Denny, District Superintendent of Columbus Public Schools wrote the following comment:

> *One word can sum up the MCIS for Windows program...EXCITING!!*
>
> *We received our disks today and I couldn't wait to put them to work. What an exciting change! I can remember when we had a pilot program for MCIS at Lima in the early eighties and depending on whether the wind was blowing or not, we thought we had a good program then, never did I think a program such as this would evolve from that.*
>
> *Congratulations on a great program and thank you for making it available.*

If you haven't installed this year's software don't delay! Many scholarships have fall deadlines and a delay could prevent someone from applying for one of these scholarships. If you have any questions on installing the CIS for Windows software call Rita at 1-800-633-0229. If you have any comments on the Windows program that you would like to share with us please call or write. Check the workshop schedule on page 3 for locations and dates for Windows training. Training will help you get the most out of CIS for Windows.

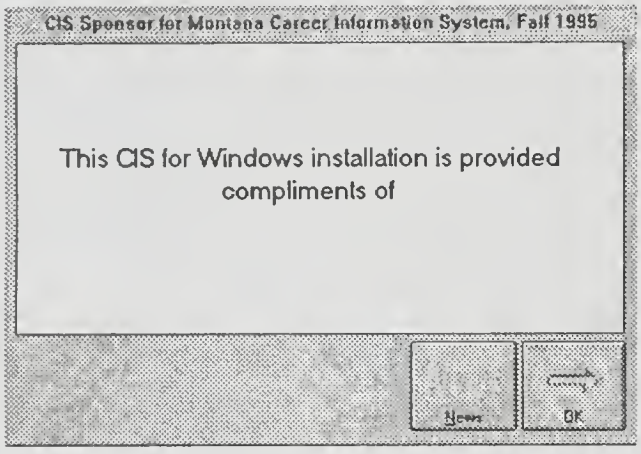
Micro-SKILLS for Windows

Another new Windows product is Micro-SKILLS for Windows. Micro-SKILLS for Windows is the same self-assessment skills inventory tool as Micro-SKILLS for DOS but uses the convenient click and drag feature of windows.

When installing Micro-SKILLS for Windows make sure that CIS for Windows is installed first. The easiest way to get into SKILLS once it is loaded is to log onto CIS and select the Occupations button and then the More button. The Menu will give you Micro-SKILLS self inventory as an option.

Two Exciting Features in CIS for Windows

There are many uncertainties in funding for many programs in the near future. Carl Perkins money supports many sites' leases for MCIS products. With this in mind, alternative methods to fund the MCIS software in the future may need to be considered. We have an answer. The opening screen of CIS for Windows offers a unique new feature, a sponsorship screen. Sites now can find businesses, PTA groups, or other local groups to sponsor the CIS program. Each time someone logs onto the system that business, club or person's name appears on the sponsorship screen. Network sites or sites with multiple computers can have a different sponsor on each individual computer. For example, a site with 10 computers can get 10 sponsors to contribute a portion of the cost for the software, or 1 sponsor to sponsor all 10 computers.


CIS Sponsor for Montana Career Information System, Fall 1995
This CIS for Windows installation is provided compliments of
News
OK

Another new feature is the News button on the opening screen. This can be used for sharing the latest information that the user needs to read. For example, a school counselor may put deadlines for filing for scholarships or ACT test dates and locations.

To add a sponsor to each computer go into CIS for Windows Site Information Editor and click on the sponsor button. Click on the small square to turn on the display of the sponsor name and site news. Then enter the name of the sponsor and click on OK. Make sure to select SAVE before exiting out of the Site Editor.

To use the News feature make sure that the display sponsor and site news box is checked. Using any editor create a file with your text and save it in the directory containing the CIS for Windows programs (e.g., c:\ciswin) as SITENEWS.TXT If you use a word processing program be sure and save the file as text only.

See You On The MET-NET

The Montana Office of Public Instruction maintains a special computer network which connects educators throughout the state called MET-NET. This system is available to all schools. Your school probably has a modem hooked up to a computer somewhere, probably in the office. Calls to the MET-NET are 1-800 calls so there are no phone charges for using the system. The communications software (DOS, Windows or Macintosh) is available from OPI at no charge. There is a special K-12 CHAT conference that allows counselors to share information (i.e. new scholarships, test dates, success stories etc.) At MCIS we publicize our training schedule and other current issues on the MET-NET. We strongly encourage counselors to get connected. Call the Office of Public Instruction and talk to Betsy, Mary or Steve (@ 444-1626, 2765, 3563) to get more information on how you can join us on the "net".

Fall Training Schedule

Every fall staff from the Montana Career Information System conduct training workshops across the state. Each training site has 10 to 20 computer workstations so participants will get plenty of "hands on" experience. This will enable participants to become comfortable with the features and functions of system. This year there are six Micro-CIS training sessions and twelve *CIS for Windows* sessions scheduled in 15 communities throughout Montana. The sites are:

Micro-CIS (DOS) Sites

Date	Time	Location
Oct. 5	1:00 - 4:00	Medicine Lake HS
Oct. 13	12:00 - 4:00	Miles Community College
Oct. 25	9:00 - 12:00	Shelby HS
Nov. 13	1:00 - 4:00	Anaconda HS
Oct. 11	1:00 - 4:00	Skyview HS (Billings)
Oct. 24	9:00 - 12:00	MSU Northern (Great Falls Campus)

CIS for Windows Sites

Date	Time	Location
Oct. 3	1:30 - 4:30	Stone Child College
Oct. 6	9:00 - 12:00	Poplar HS
Oct. 12	1:00 - 4:00	Dawson College
Oct. 17	1:00 - 4:00	Flathead Valley Community College
Oct. 24	1:00 - 4:00	MSU Northern (Great Falls)
Nov.	TBA	Butte HS
Oct. 4	10:00 - 3:00	Saco HS
Oct. 11	1:00 - 4:00	Billings Skyview HS
Oct. 13	12:00 - 4:00	Miles Comm. College
Oct. 18	9:00 - 3:00	Corvallis HS
Nov.	TBA	Livingston HRDC
Nov.	TBA	Helena Office of Public Instruction

If you would like to register for a workshop near you or just want to learn more about the Montana Career Information System, call us TOLL FREE at 1-800-633-0229.

Phasing Out 5.25" Disks

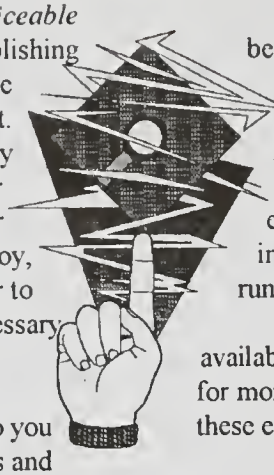
This will be the last year that we will be making Micro-CIS and Micro-SKILLS loadsets available on 5.25" diskettes. Most machines now have 3.5" disk drives and the new CIS for Windows require 3.5" high density loadsets. We hope that this will not be inconvenient for any of our users.

Help With Aid Sort

If you are experiencing a problem when using the Aid Sort function in Micro-CIS (DOS) you are probably using a smaller/older machine. We have a file you can install on your machine that will eliminate the problem. The Aid Sort module for Micro-CIS was recompiled this year to accommodate a change in the data structure of the program. The result was that the program got bigger and required more memory at run time. Some smaller machines, such as the IBM PS/2 model 25, will not run the Aid Sort program with the existing file. A replacement file was recompiled with an older version of the compiler resulting in a smaller program. Call us if you are experiencing this problem and we will send you the new file.

Electronic Books Coming...

Even though MCIS is not longer in the book business, we will soon be publishing *Licensed Occupations in Montana* and *Apprenticeable Occupations in Montana*. We will publishing these by means of Envoy... an electronic publishing program from WordPerfect. Envoy allows us to create a book in the way we'd like it to appear on your computer screen and then print it to Envoy. The user doesn't have to have a copy of Envoy, WordPerfect or any other software in order to run the program. Envoy puts the necessary program right into the electronic book in order for the user to run the software.



It also allows for hypertext links so you can click on an item in the table of contents and it will take you directly to that page of the document. It allows for printing the entire document or selected pages.

Since this will be all computerized we will be able to keep these electronic books current by updating the information as soon as it changes. Our last *Licensed Occupations in Montana* publication was printed in 1988. By using Envoy we will always have a current publication available to our users instead of waiting for our supply of books to run out.

We anticipate having these publications available after the first of the year. Keep watching for more information on how to order your copy of these exciting new products!

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